

Deacon of the Week Help

A more general documentation of Deacon of the Week responsibilities can be found in the Deacon Handbook (also online on cbcjc.org website). The purpose of this document is to communicate more up-to-date information and be more prescriptive in a way that can be updated as changes occur.

Central's Deacons serve in eighteen ministry teams, each team consisting of two Deacons. The team concept provides assistance, fellowship, and accountability. Teams may decide to work together when involved in ministry actions or divide the responsibility, each performing a portion of the task. This provides the flexibility to work together when that is the best option or to divide the task and invite others (such as a spouse or a person the deacon is mentoring) to participate in ministry.

The Deacon of the Week responsibilities includes three ministry areas:

1. Welcome Calls to Visitors - The goal of this ministry is to contact first-time guests by a welcoming phone call. The Deacon of the Week team will call 232-2364 before 2:00 PM on Sunday to receive Gene Elliott's list of any first-time guests to be contacted including email addresses and phone numbers. The phone contact should be rather brief and include a thank you for visiting, an invitation to return again, and answer any questions concerning CBC they may have. Reports about these calls are then made by leaving a message at 232-2364.
2. Hospital Ministry - The goal of the hospital ministry is to provide weekend hospital visitation to Central Baptist members and others in the "ministry circle". The CBC Hospital List is available on the CBC Website as well as in the Deacon Room and usually is updated every Friday. Hospital visits should be conducted on Sunday at the beginning of the Deacon of the Week assignment and follow-up contacts during the week may sometimes be required. Hospital visits should be brief and include prayer. Hospital reports can be made to the church office by message by calling 232-2364. (Welcome phone calls and hospital visits can be reported together).
3. Bereavement Ministry - This ministry provides special care to persons who have experienced the death of a close relative (spouse, parent, child, and sibling). The Deacon of the Week team will be contacted by the Church Office (Kirsten Borger via email or phone). The Deacon of the Week team should phone the family's home to offer condolences from the Central Baptist Church Deacon Ministry and the church as a whole. The team should attend the receiving of friends at the funeral or other gathering and personally express sympathy to the family on behalf of the Deacon Ministry. While visiting with the family, it is appropriate to leave a contact card. Contact cards are available at the monthly Deacon Meetings or at the Welcome Desk. Additionally, as a gift to the family in lieu of flowers, the Central Baptist Church Deacon Ministry will donate a Gideon Bible in

memory of the deceased. Gideon forms to order Bibles along with cards for notification of the donation are located at the Welcome Desk. This form should be completed by the Deacon of the Week and dropped off at the Church Office. Kristen Borger will then see that a check is mailed to the Gideon's and the Notice of Donation card is stamped and mailed. In off hours, the completed Gideon forms can be inserted through the Reception Desk window at the front of the Church Offices. The Deacon team may, at their discretion, either personally deliver the Gideon memorial card or mail it, but Kristen Borger needs to be "in the loop" so that she can assure each task has been completed and properly handled.